

0365

St. Clair County Schools

Updated October 2019



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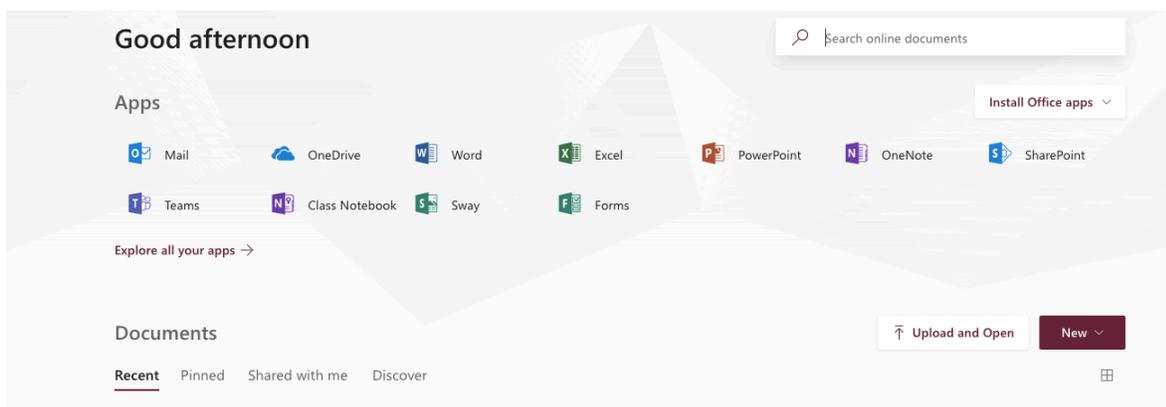
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First of the Year To Do's:

MUTE STUDENTS' CONVERSATIONS IN TEAMS

All classes are ported over from iNow at the beginning of each year, so *especially* if you DO NOT USE Teams with your classes, you need to mute students' conversations at the beginning of each year.

1. Log into Office 365.

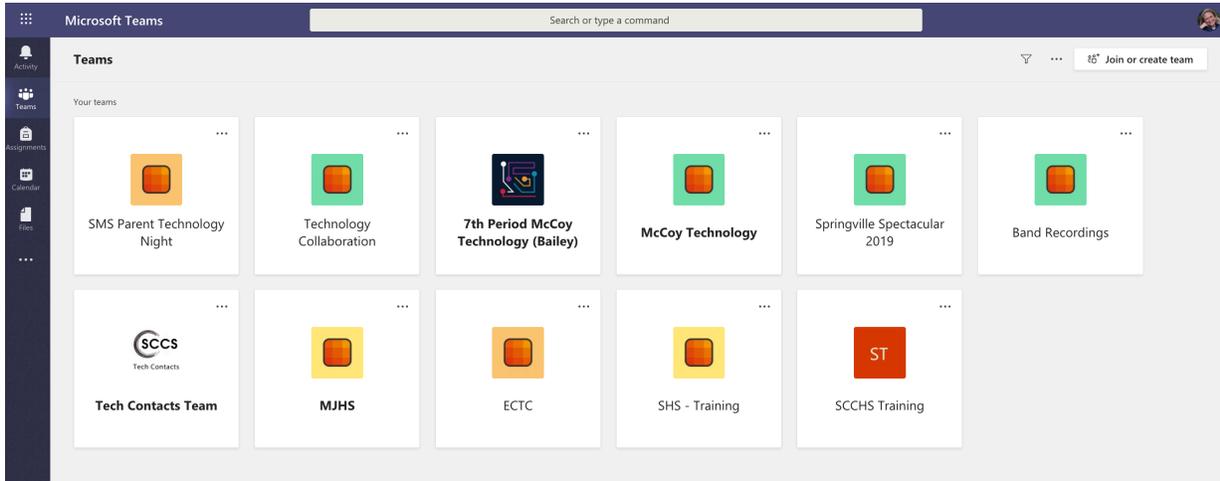


2. Click on/Open Teams.

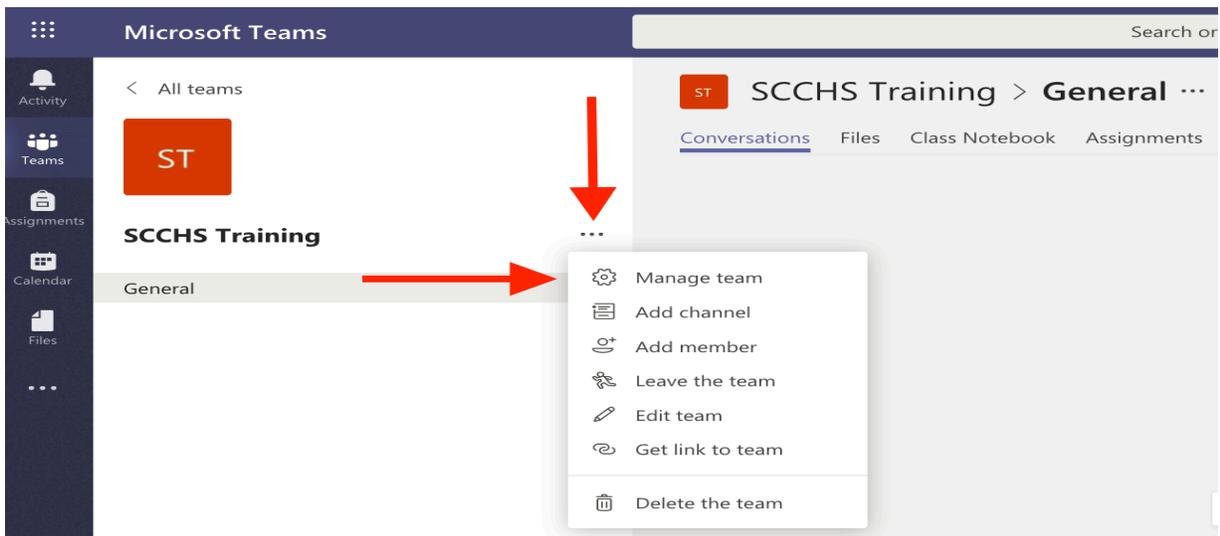
- You may access Teams through your Outlook email if it is already open.
- Click on the little boxes in the top left corner of your screen. A menu will open. You may have to scroll down to Teams. Click on it.



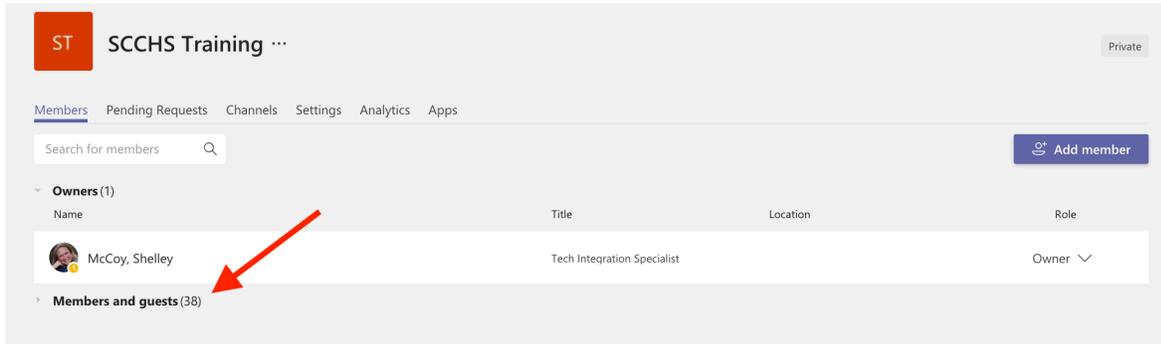
3. Once Teams opens, you should see your classes. You may have to click on <All Teams in the left column to access this view if Teams opens to one specific class.



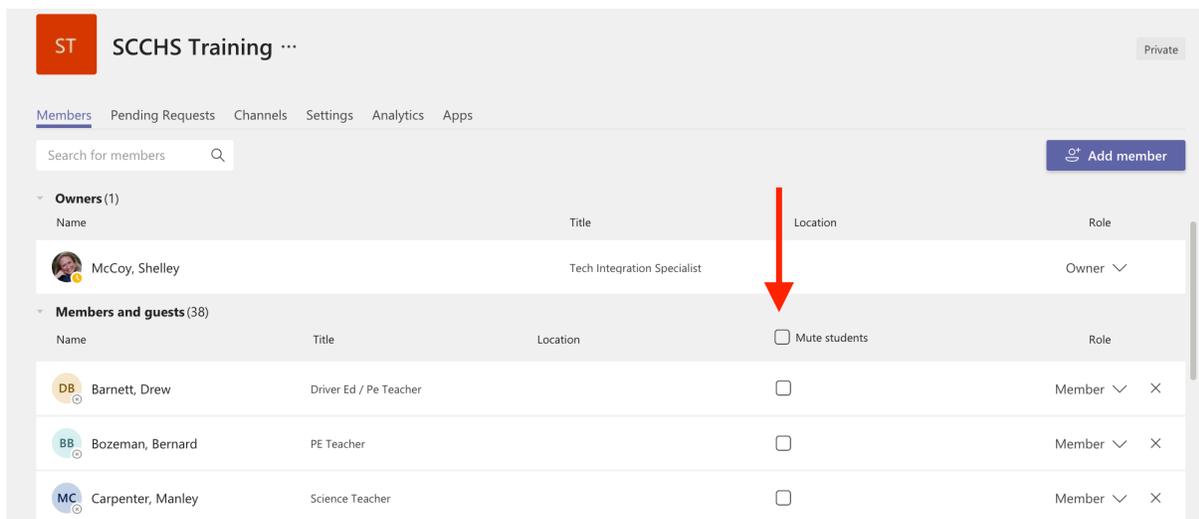
4. Click on a class to open it.
5. Next to the class name are three little dots. Click on them. A menu opens. Select "Manage team."



6. When the main screen changes, click on the bold words, "Members and guests."



7. Notice the column heading labeled "Mute Students." Check the box here to mute all students for this class. This keeps students from having conversations on their opening pages in Teams. You can undo this feature as needed, or only mute select students.

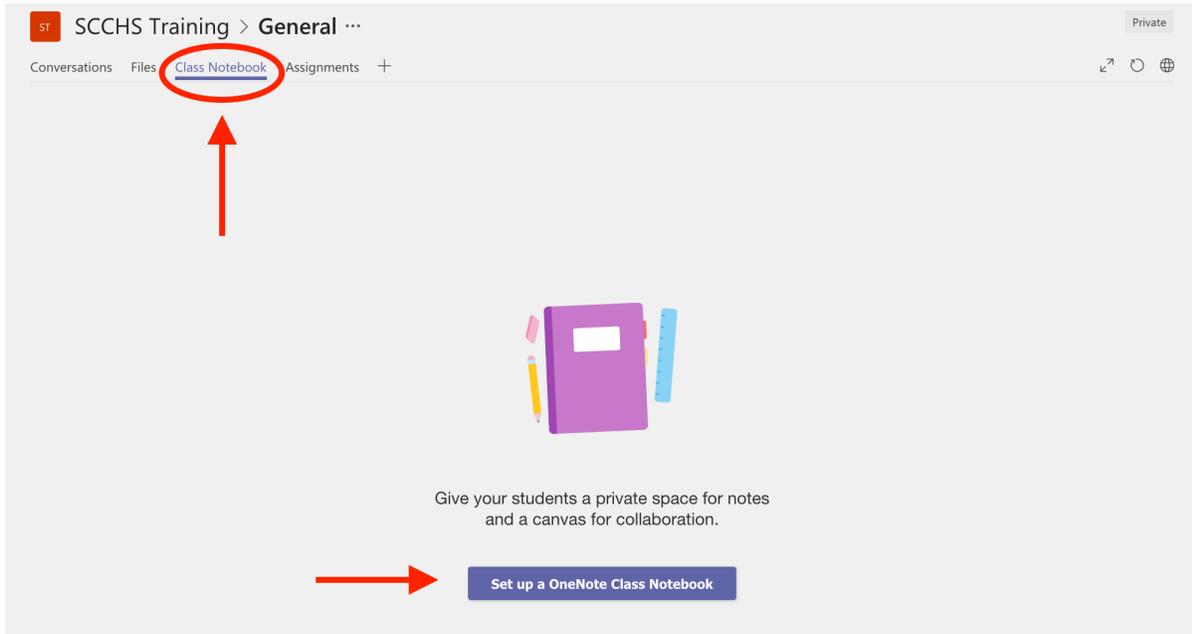


8. Repeat this process **for each class** in your schedule.

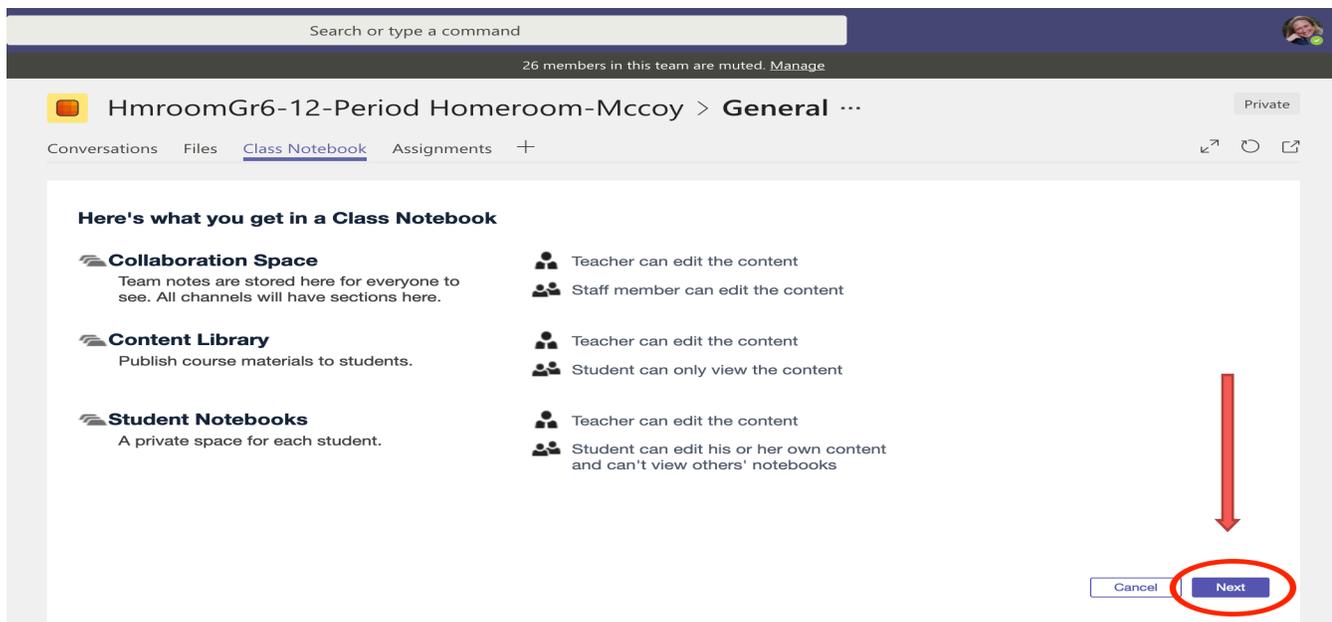
SET UP TEAMS CLASS NOTEBOOKS

Setting up the class notebooks in Teams at the beginning of the year once your new classes have been ported will help you when you decide to use Teams for students to access work digitally/online.

1. From the Office 365 Homepage, open Teams.
2. Select the class you want to set up, then click on Class Notebook.

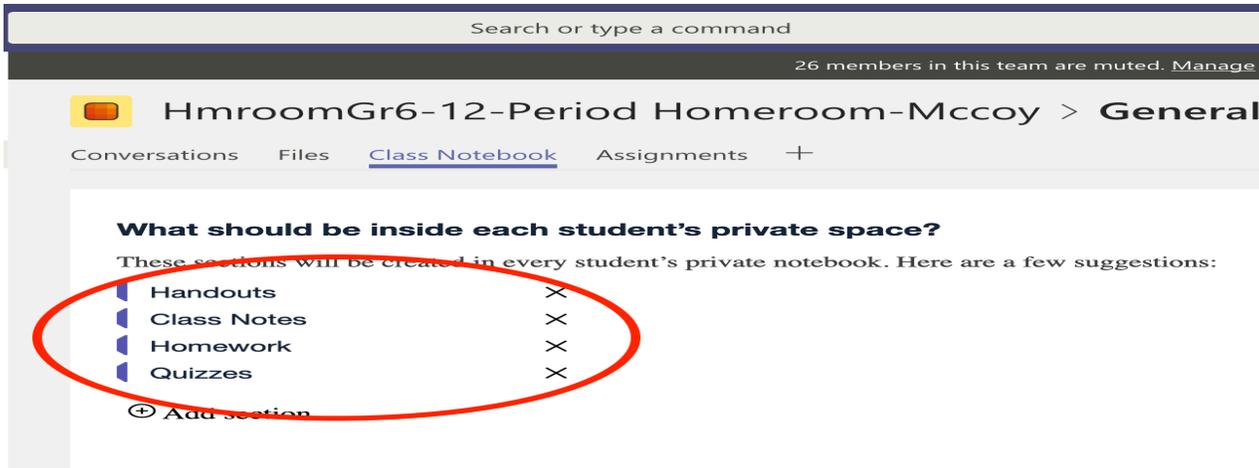


3. Under the purple notebook, click the blue button that says, "Set up a OneNote Class Notebook." Then, on the page that opens, click "Next."

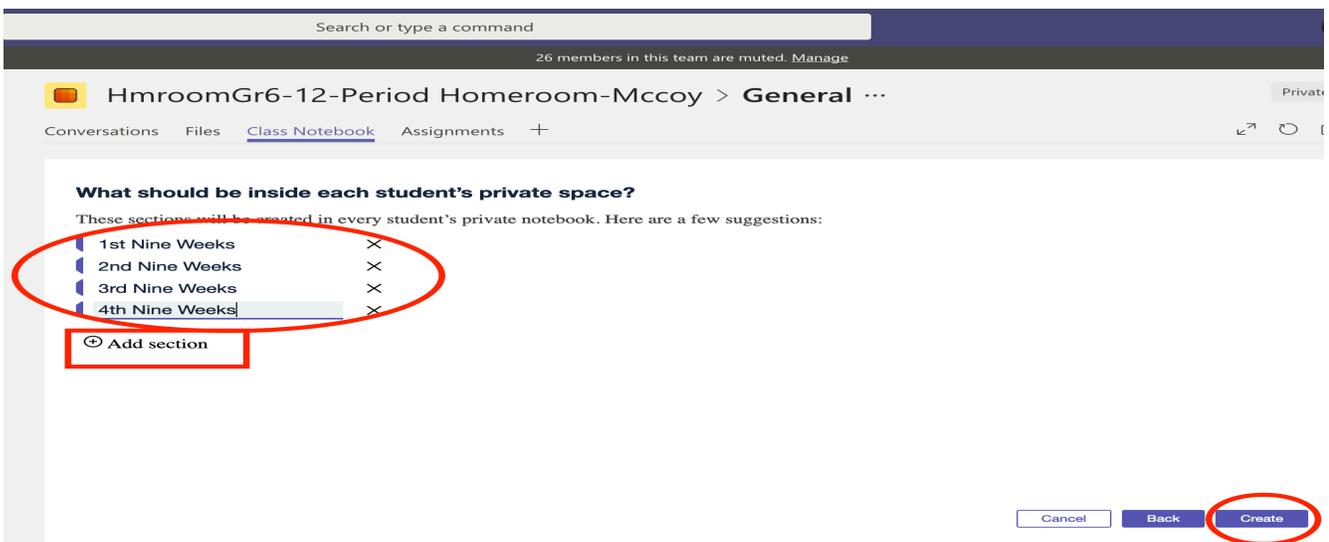


4. The following page will have four sections/folders already named. It is easier to add to these sections/folders later than it is to delete them. Changing the names to each nine weeks works much better when pushing out assignments and digital work to students. To delete or change the names, follow the directions below.

- Click the x beside the suggested sections to delete each one.



- Click + Add Section
- Type "1st Nine Weeks"
- Repeat this for all four nine weeks.
- When you are finished, click "Create" at the bottom right of the window.

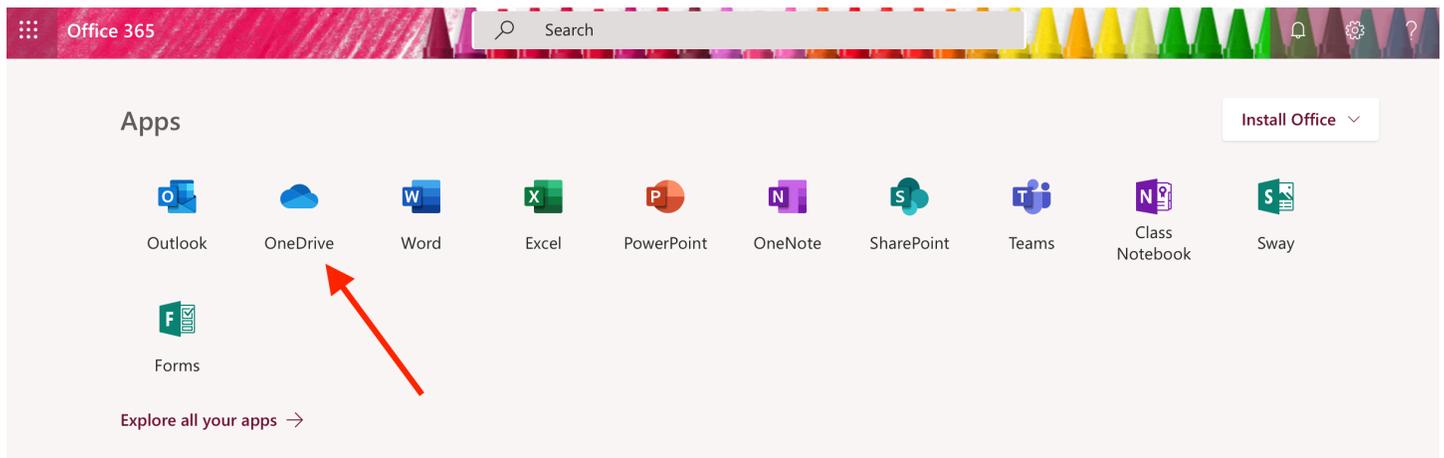


You are all set up for the beginning of the year! See additional sections for help with individual programs or tools in O365.

OneDrive (Online Flash Drive)

ACCESSING ONEDRIVE:

- *From the Office 365 home page or corner waffle, click on OneDrive—the little cloud.*

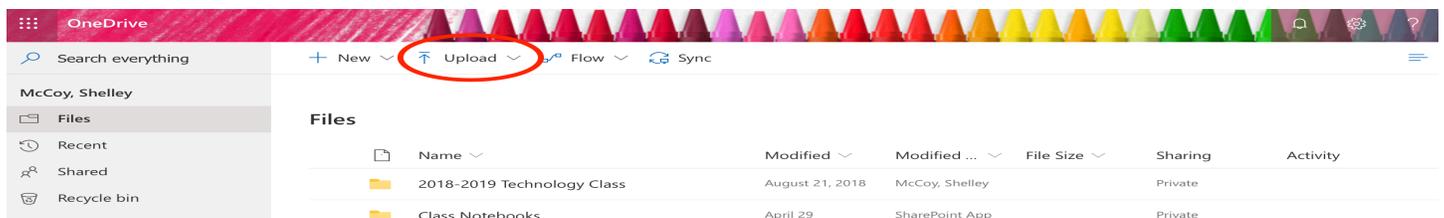


AUTOMATICALLY SAVED FILES

- *Any time you open a Word, PowerPoint, or Excel file from the Office 365 home page, the file is automatically saved to your OneDrive.*

UPLOADING FILES INTO ONEDRIVE

- *Once OneDrive is open, click on the Upload button at the top of the page.*



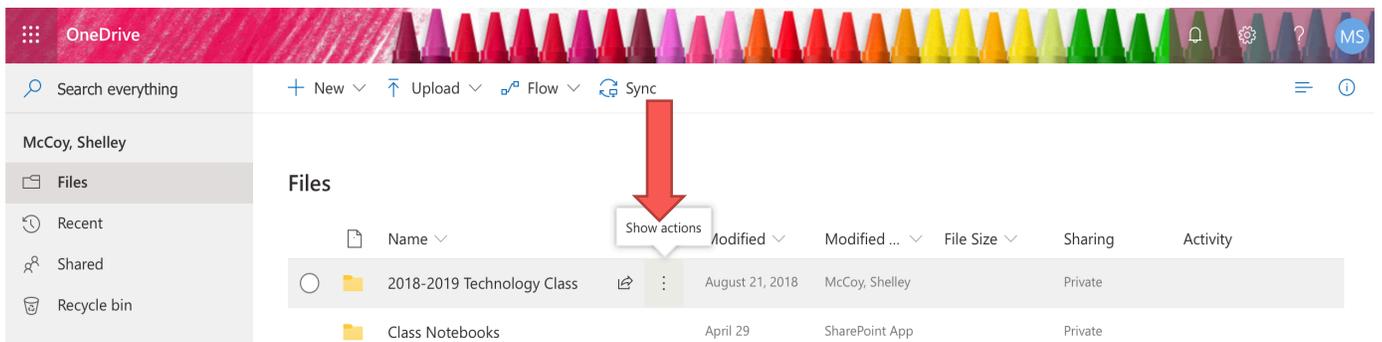
- *Select either File or Folder to upload, then select the file/folder's location on your computer. Once the file/folder is selected, click Choose.*
- *The file/folder will upload. When it is done, you will see the file/folder with three small blue marks on the left of the title.*



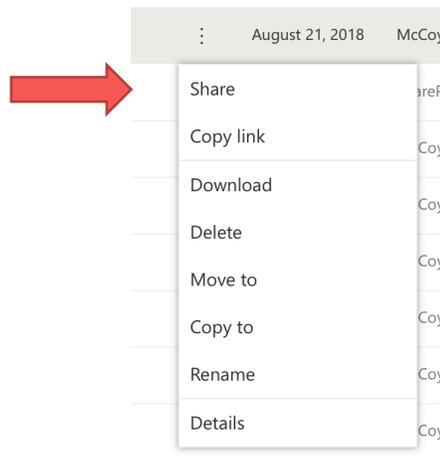
SHARING FILES FROM ONEDRIVE

- *Any files that you have saved in OneDrive can be easily shared. If the person(s) you are sharing with are part of your organization, it will send the person(s) an email for direct access but will also be stored in his or her OneDrive in the Shared section.*

1. *Locate the three dots to the RIGHT of the file name and click on them.*

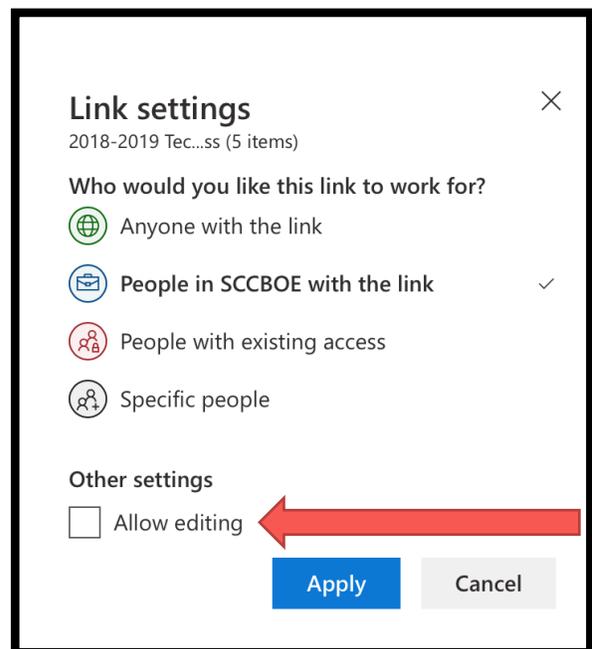
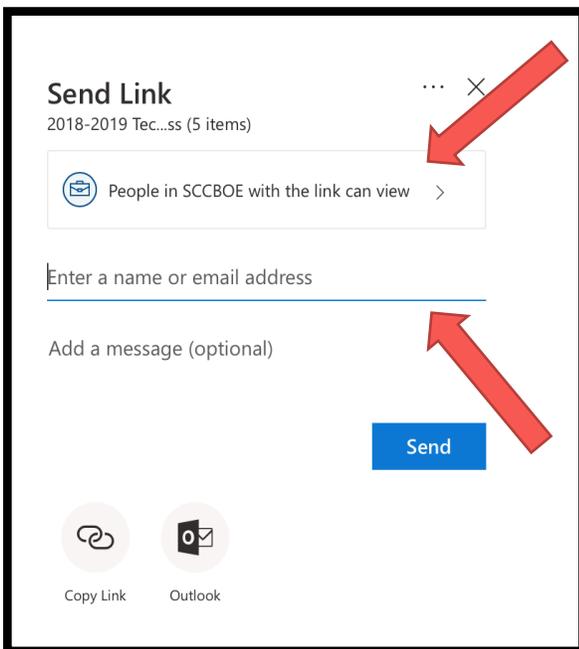


2. *A box will pop up. Select Share at the top of the box.*

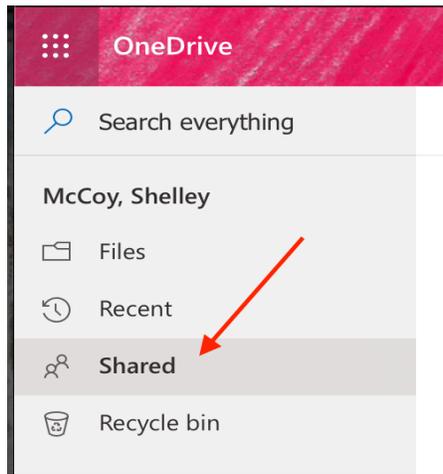


3. Another box will pop up where you can type in the last name, first name of the person you are wanting to share the file with.
4. You can also change the types of access the person has to this file by clicking on "People in SCCBOE with the link can view."
5. If you want to allow access for others to edit the document or presentation, be sure to click the "Allow editing" box before sending. Click Apply.

****This is especially important for students to know if they are working on a PPT together.****

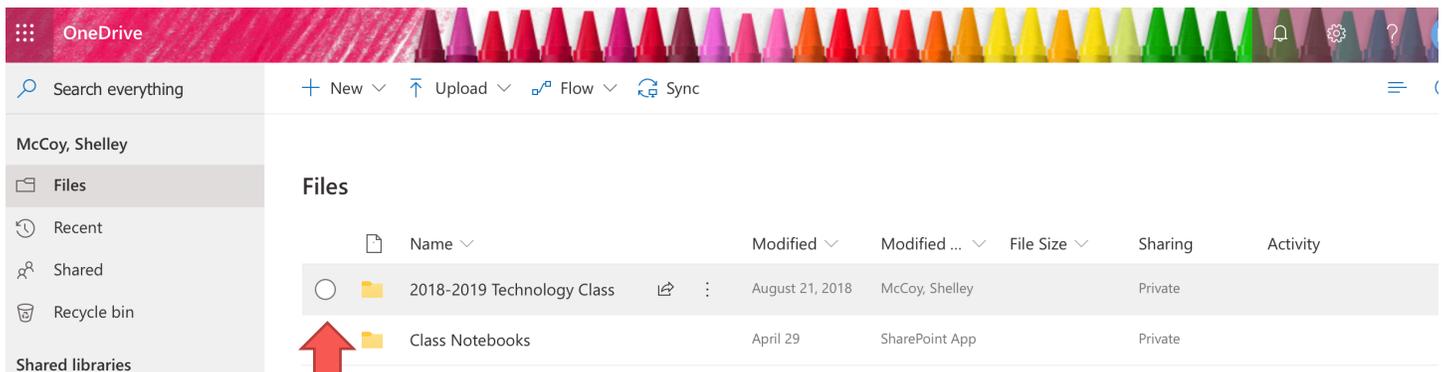


- If someone shares a file with you, and you wish to find it in OneDrive, click on the Shared section on the left side of the OneDrive screen. Files that have been shared with you will show in the main section.

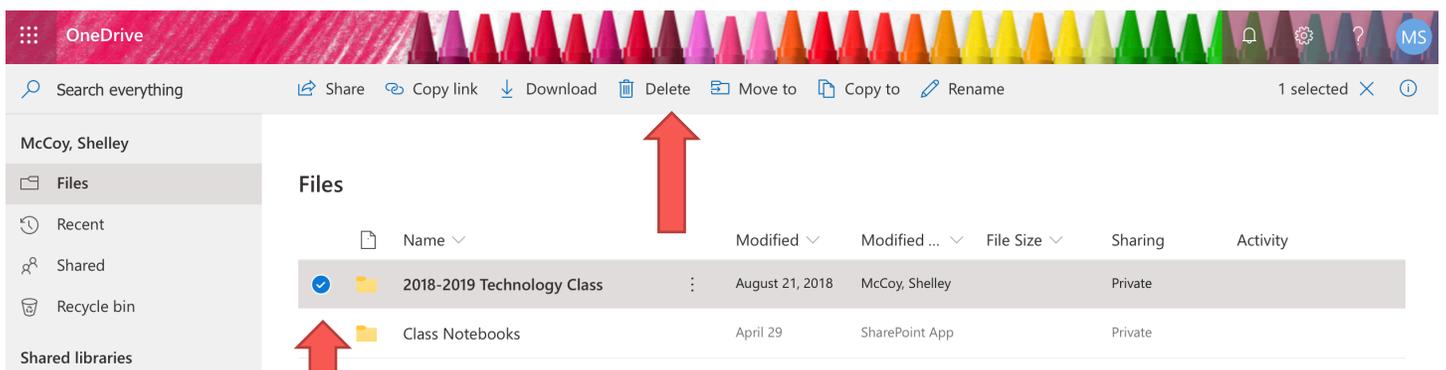


DELETING FILES FROM ONEDRIVE

- This is especially helpful for students who open multiple Word or PowerPoint files, since each one is automatically saved in OneDrive! 😊
- When you need to delete a file from OneDrive, hover over the blank section just to the left of the file names. A circle will appear. Click on the circle to select the file(s) you want to delete.



- Once the file is selected, go to the menu at the top of the page that automatically changes when a file is selected. Click Delete.



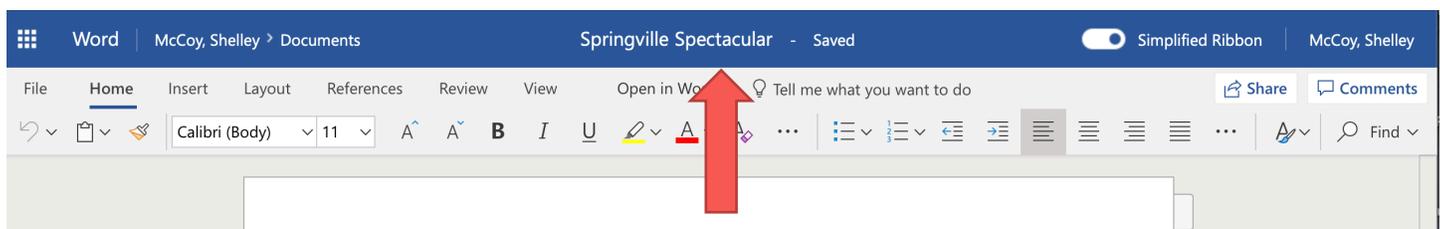
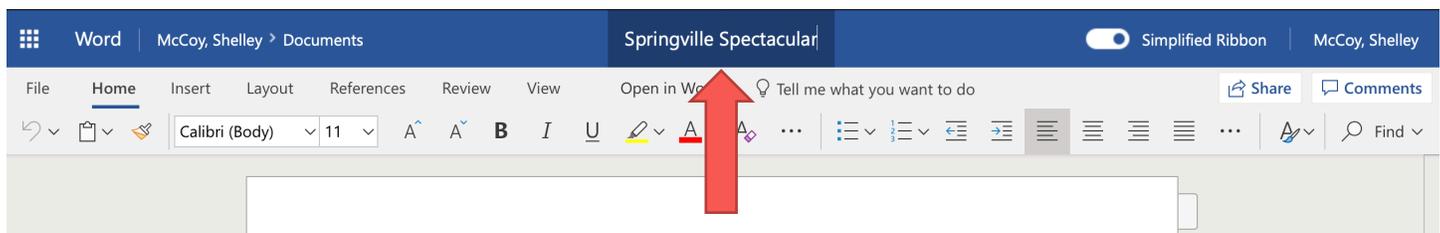
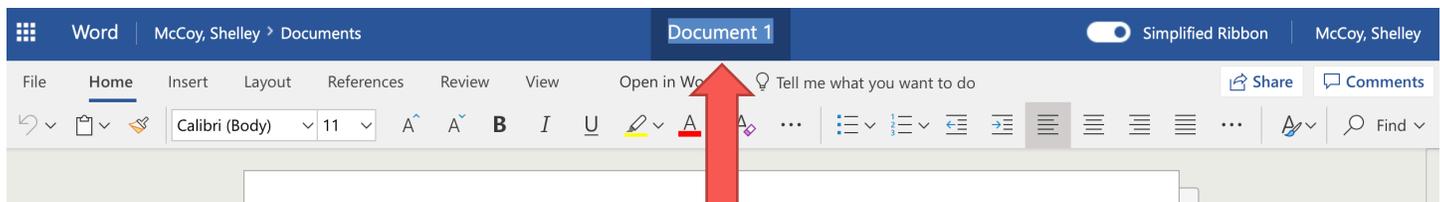
Using Word/PowerPoint/Excel

NAMING THE FILE:

When opening Word/PPT/Excel in O365, the file is automatically saved in OneDrive as Document 1/Presentation 1/Book 1. As you type and create, your work is also automatically saved. The first thing students will need to do is name the file so that they can find it later. This process is the same in all three programs.

*Side Note—Students will often open multiple files just to see what happens, so they will need to be taught how to delete those files in OneDrive, or they will have tons of files named Document 1, Document 2, Document 3, etc. 😊 See page 7-8.

1. Name the file by clicking on the title at the top of the window, then type the name desired. Once you click back on the paper section, the name will be saved and automatically changed in OneDrive.

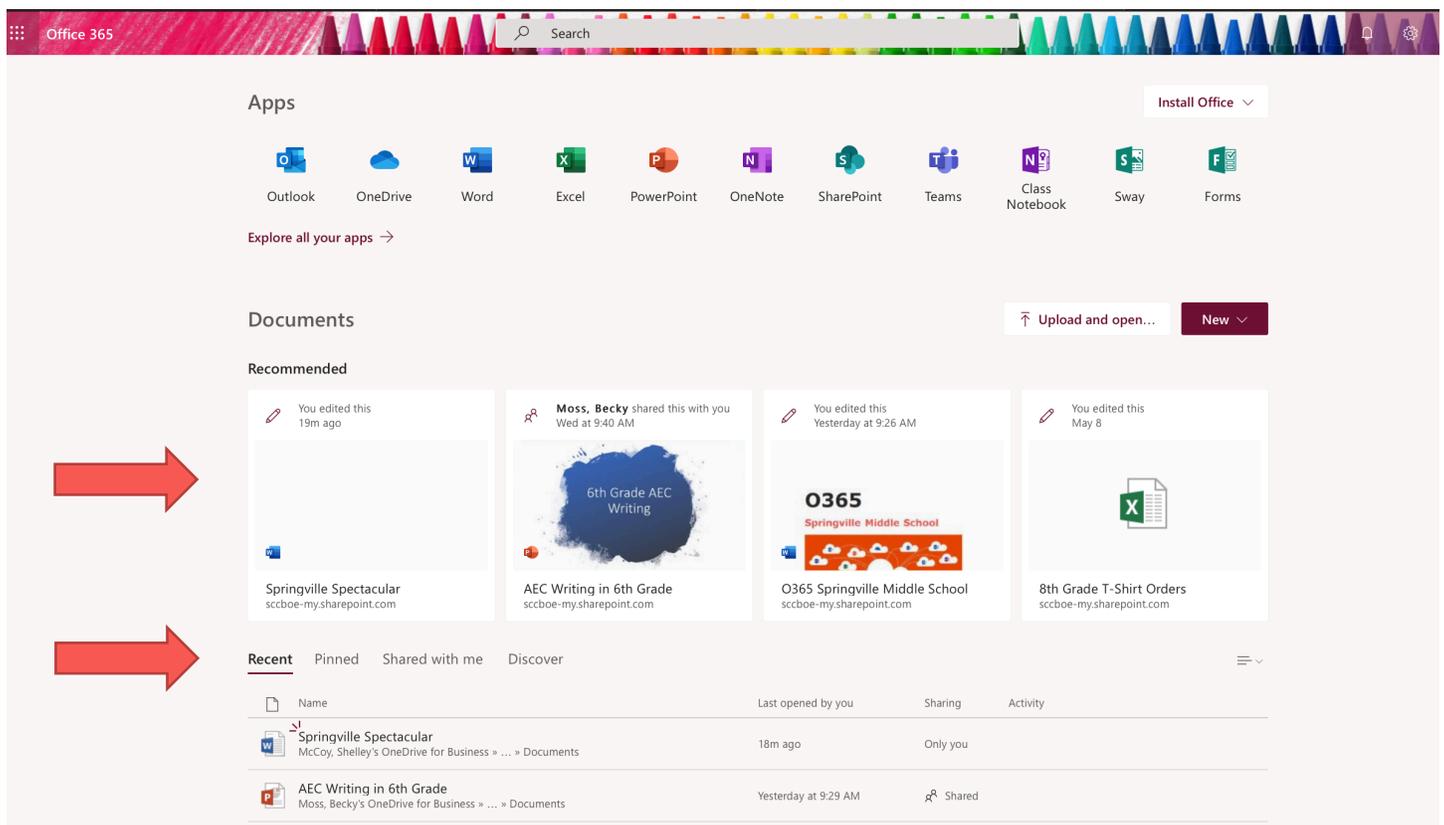


FINDING AND REOPENING THE FILE:

There are different ways to access created files. Students usually try the fastest route (which sometimes does not work right.). **If the fast route does not work, they will need to open their file(s) from OneDrive. See page 6.**

Fastest Route:

- From the O365 homepage, scroll down to see the most recent files you have created or accessed.
- Simply click on the file to open it.



The screenshot shows the Office 365 homepage. At the top, there's a search bar and a navigation bar with icons for various apps. Below the navigation bar, there's a section for 'Apps' with icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. Below the 'Apps' section, there's a 'Documents' section with a search bar and a 'New' button. The 'Documents' section is divided into 'Recommended' and 'Recent' sections. The 'Recommended' section shows four document cards: 'Springville Spectacular', 'AEC Writing in 6th Grade', 'O365 Springville Middle School', and '8th Grade T-Shirt Orders'. The 'Recent' section shows a table of documents with columns for Name, Last opened by you, Sharing, and Activity.

Name	Last opened by you	Sharing	Activity
Springville Spectacular McCoy, Shelley's OneDrive for Business » ... » Documents	18m ago	Only you	
AEC Writing in 6th Grade Moss, Becky's OneDrive for Business » ... » Documents	Yesterday at 9:29 AM	Shared	

TURNING IN A WORD/PPT/EXCEL FILE:

- Students can always **SHARE** a document/presentation/book file with you, but you will receive an email for each one, and they are not in any order. The best way for students to share files are through Assignments.

- *In order for students to "Turn In" a document/presentation/book file through Assignments, the teacher must first create an assignment in Teams. Go to Page 12 for directions on how to create an assignment.*

The following are STUDENT DIRECTIONS once the teacher has created an assignment in Teams:

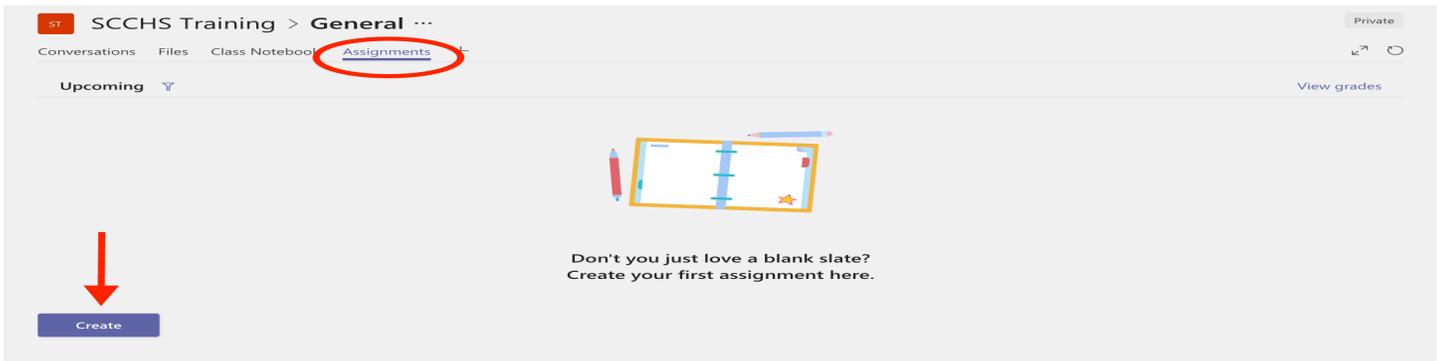
1. *Log into Office 365*
2. *Click on the Teams app*
3. *Choose the correct class*
4. *Click "Assignment"*
5. *Once the page loads, find your assignment.*
6. *Click on the box with the assignment name on it.*
7. *At the bottom of the assignment page that opens is a blue title "My Work" – **Click on the +Add underneath it.***
8. *A new box will open. Wait for the files to load.*
9. *Find your file in OneDrive or upload from your device (left bottom of the box).*
10. *Click on your file. This will upload it into the assignment and return you back to the assignment page. **IMPORTANT:** You should see a blue line zip across the bottom of your file name. Once it has gone all the way across and disappeared, your file has loaded completely.*
11. *Check that your file is showing.*
12. *At the top right of the assignment page, there is a blue rectangle that says, "Turn in". Click it. Your assignment has been turned in.*

Teams (Online Classroom)

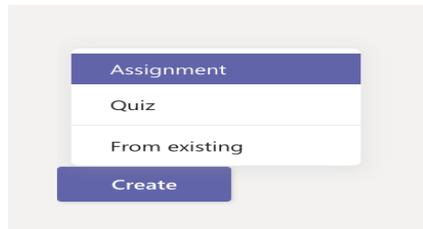
Teams is an online classroom where students can pick up and turn in assignments or type in a class notebook that the teacher can see and can also type in if needed

CREATING AN ASSIGNMENT IN TEAMS:

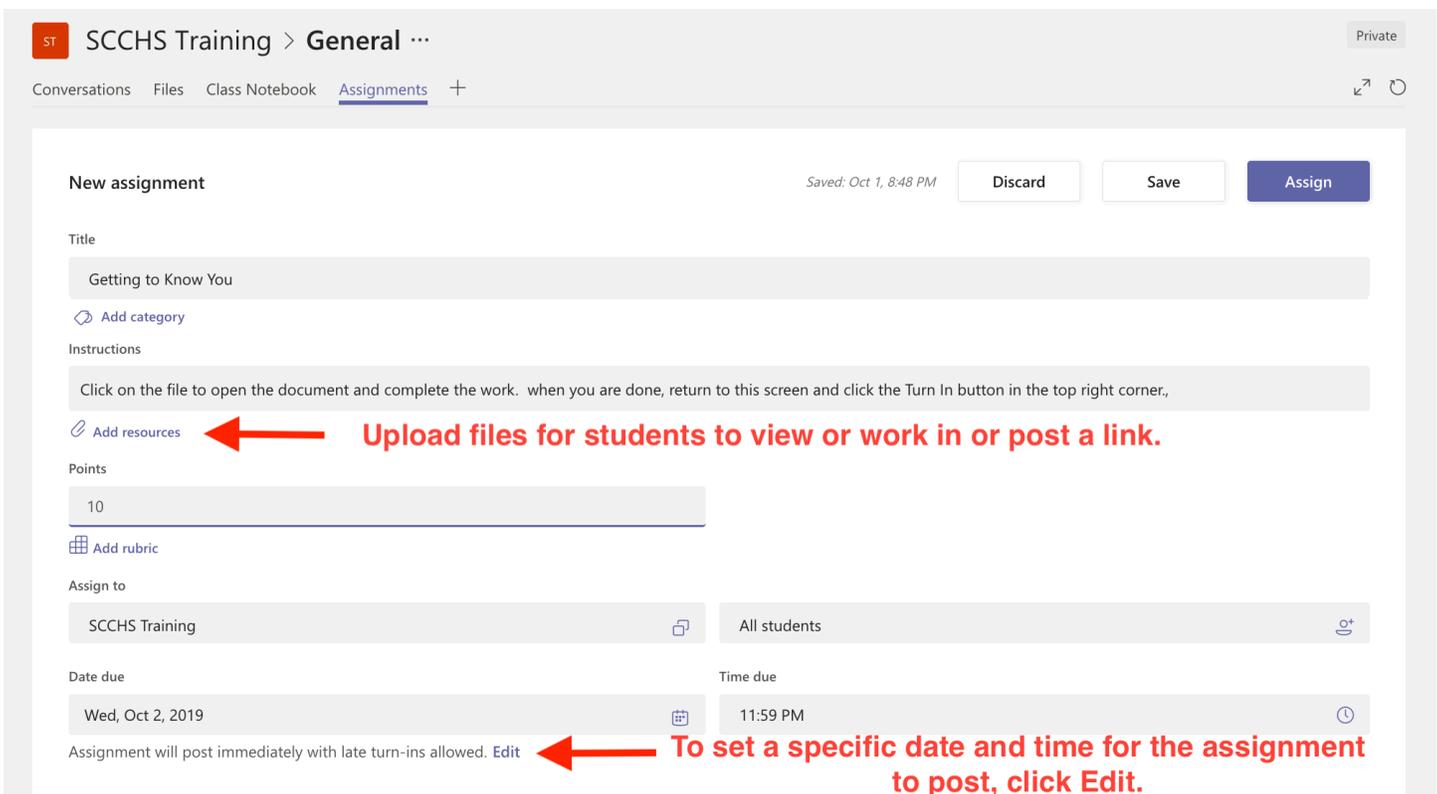
1. *Once Teams opens, select the class you are creating the assignment for. (You will have the option to post to several classes when you create the assignment.)*
2. *Within the Teams menu, click on Assignment.*
3. *Click the "Create" button.*



4. Select "Assignment".



5. A new window will open to fill in the needed information for your assignment.



6. Once you have filled in the needed items. Click "Assign" in the top right corner.

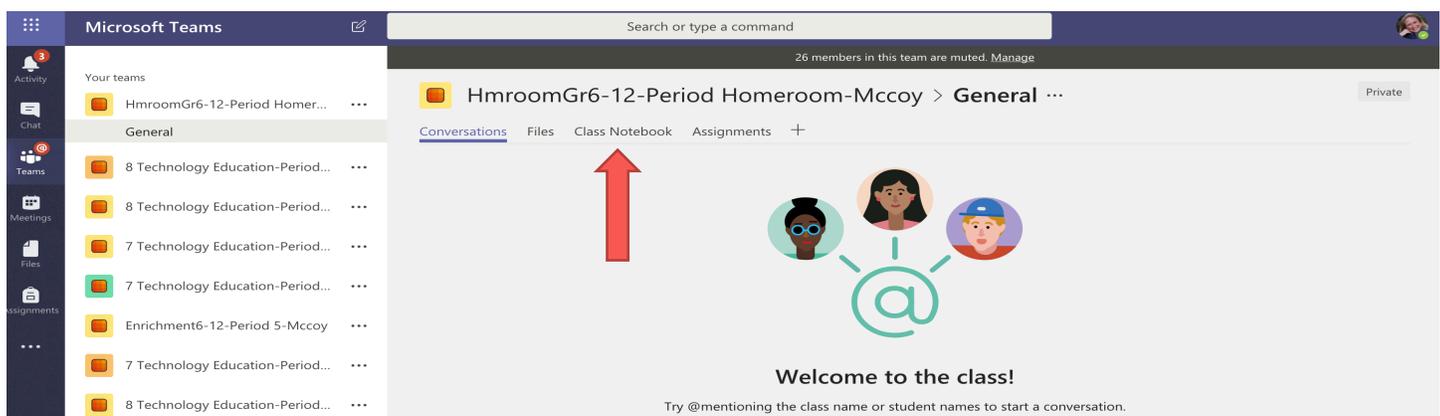
The following are **STUDENT DIRECTIONS** once the teacher has created an assignment in Teams:

- Log into Office 365
- Click on the Teams app
- Choose the correct class
- Click "Assignment"
- Once the page loads, find your assignment.
- Click on the box with the assignment name on it.
- At the bottom of the assignment page that opens is a blue title "My Work" – **Click on the +Add underneath it.**
- A new box will open. Wait for the files to load.
- Find your file (Example: Alyss's Journey)
- Click on your file. This will upload it into the assignment and return you back to the assignment page. **IMPORTANT:** You should see a blue line zip across the bottom of your file name. Once it has gone all the way across and disappeared, your file has loaded completely.
- Check that your file is showing.
- At the top right of the assignment page, there is a blue rectangle that says, "Turn in". Click it. Your assignment has been turned in.

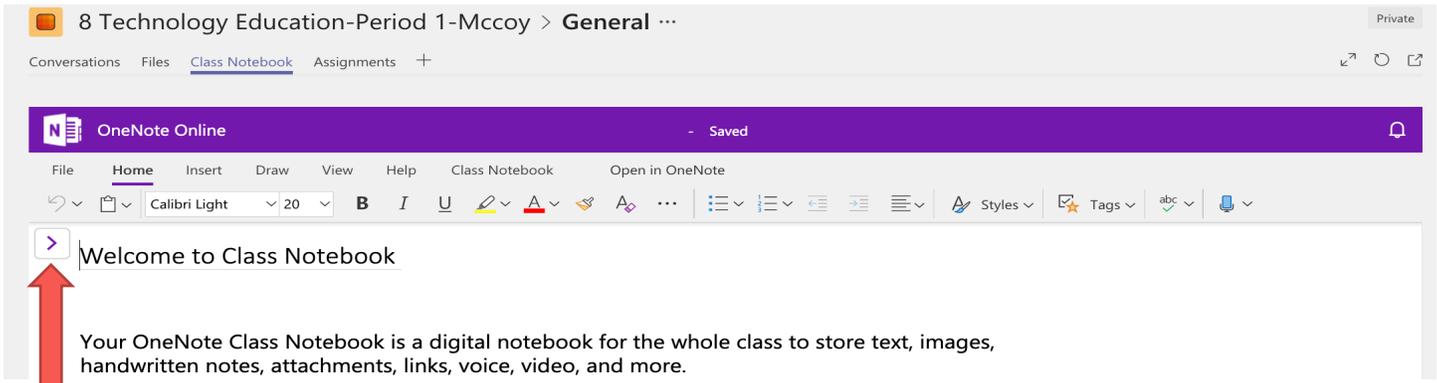
CREATING & DISTRIBUTING WORK IN CLASS NOTEBOOK:

IMPORTANT: Refer to the bottom of page 3 of this document to set up your Class Notebook folders for your classes if you have not yet done this.

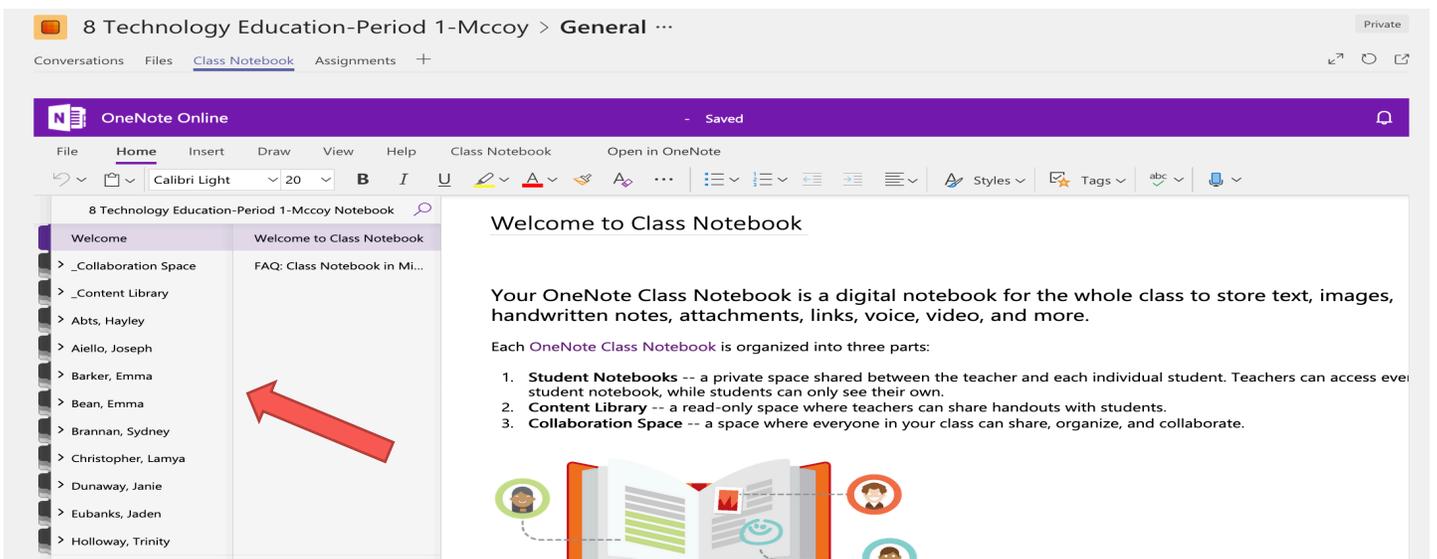
1. Once Teams has opened, select a class and click on Class Notebook in the Teams menu.



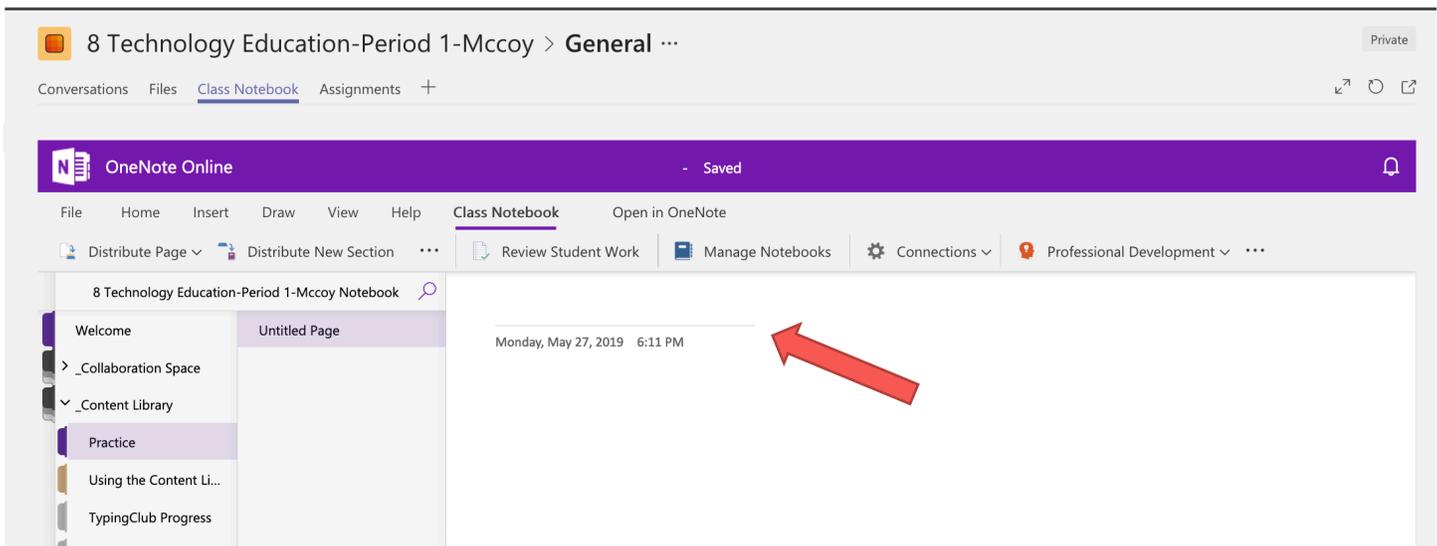
2. Once Class Notebook opens, click on the arrow next to "Welcome to Class Notebook" to access the folders. (Students will need to do this to access the folders you have created for each one.)



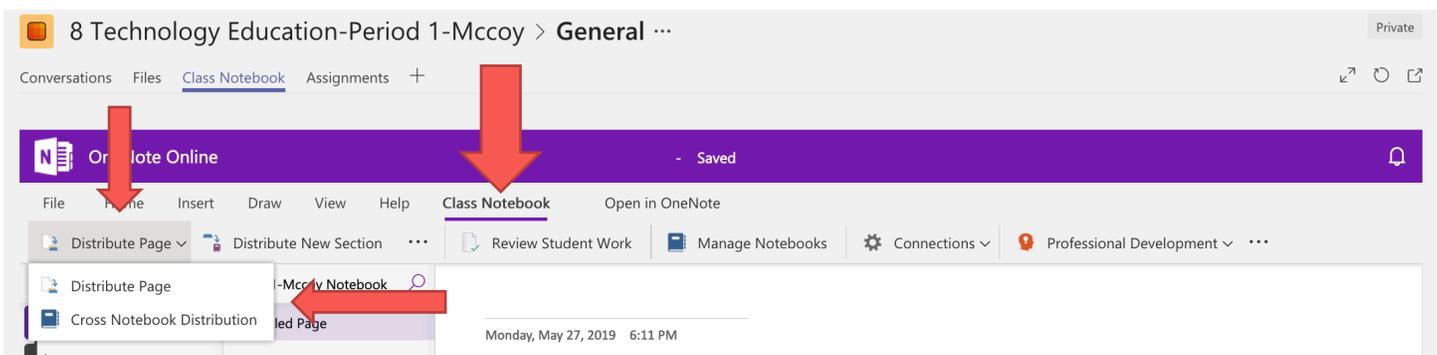
3. The teacher will see all students in the class, but students will only see their name.



4. To create and distribute a page to student folders, **a page must be created in the Content Library**. In the Content Library, students can see the pages, but cannot edit them. The teacher must distribute the page(s) out to the student folders in order for them to type in them.
5. To create a page in the Content Library, right click on the tab "Content Library", then click + Section at the bottom of that same column. Type in the name of the section.



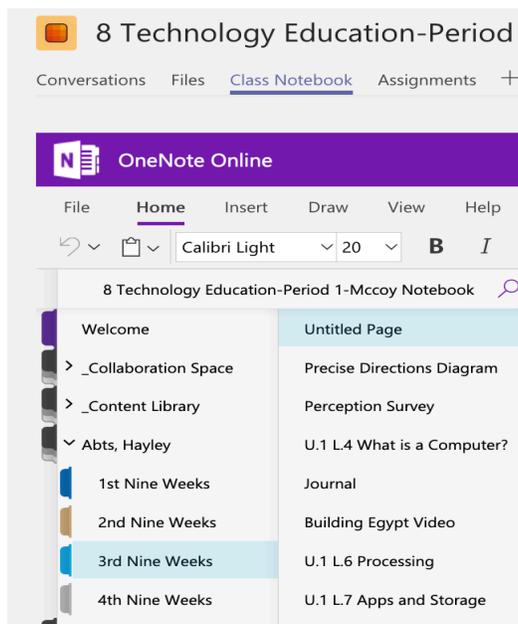
6. *On the line above the date, type in the name of that page of work. Then create the content of the page under the date.*
7. *Once you have completed the page, you can distribute the page by clicking on "Class Notebook" under the purple bar. (See below)*
8. *Click on "Distribute Page" and select where you wish to push out the page.*
 - *If you click "Distribute Page", the page will be sent to this class only.*
 - *If you click "Cross Notebook Distribution", you can send this page to students in several different classes.*



9. *For students to access their work, they will need follow these steps:*
 - *Log into O365*
 - *Go to Teams*
 - *Select your class*
 - *Click on Class Notebook*
 - *Click on the little arrow next to the title to access the menu*
 - *Click on student name*

- Click on needed folder (1st Nine Weeks, 2nd Nine Weeks, etc.)
- Click on needed page that was pushed out to students.

Example of what students see:



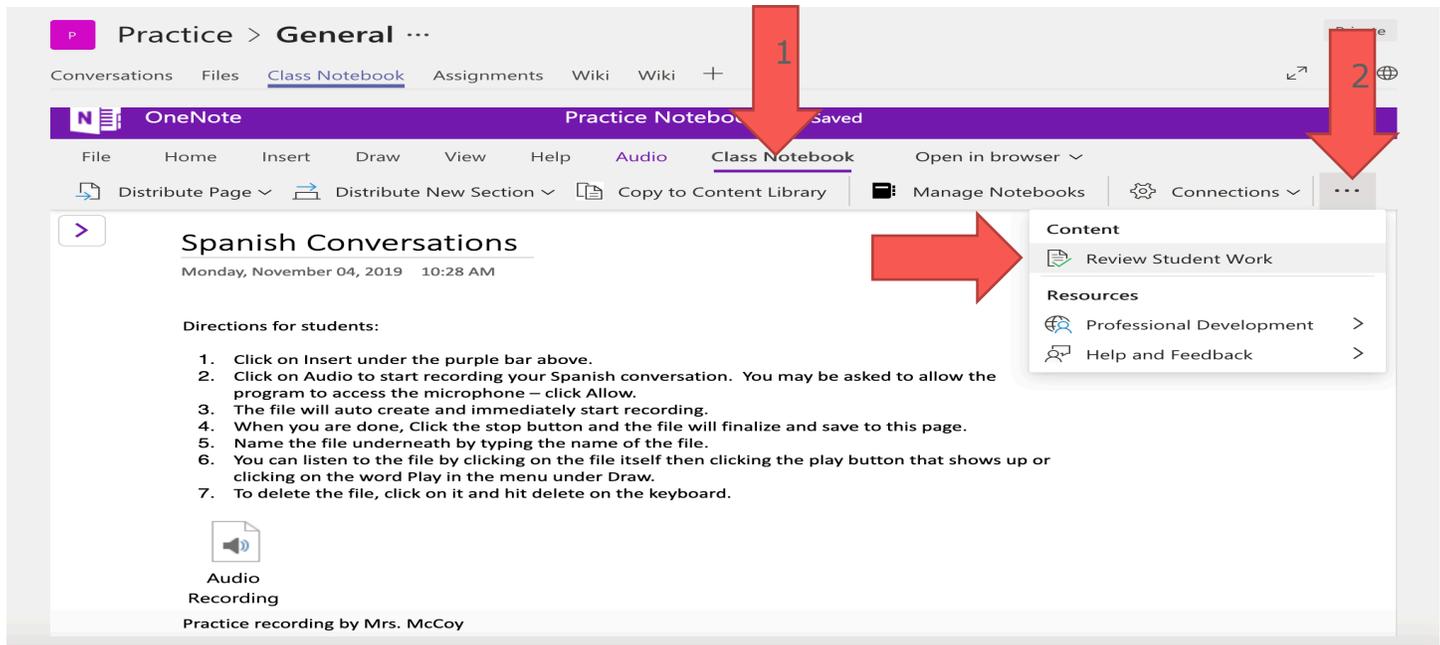
TIPS TO KNOW:

- *As students work in Class Notebook, you can see individual student work, but they can only see their own work and anything you type on the page.*
- *Students do not "turn in" work done in the Class Notebook since it is automatically accessible.*
- **ANYTHING YOU HAVE CREATED/TYPED IN THE PAGES CAN BE DELETED BY STUDENTS.** (But it is fixable. . .) *You will need to teach them the magic of the "UNDO" button in the Home menu. In moments of panic, students will remind each other, "GO HOME AND UNDO!" Just remind them to not wait. Go Home and undo immediately when something disappears.*
- *If a student accidentally (or on purpose) deletes a whole page, the teacher can go into the Content Library and copy (Ctrl C) the needed page and paste it (Ctrl V) into the individual student's folder. (But the student may have to redo the work!)*

REVIEWING STUDENT WORK IN CLASS NOTEBOOK:

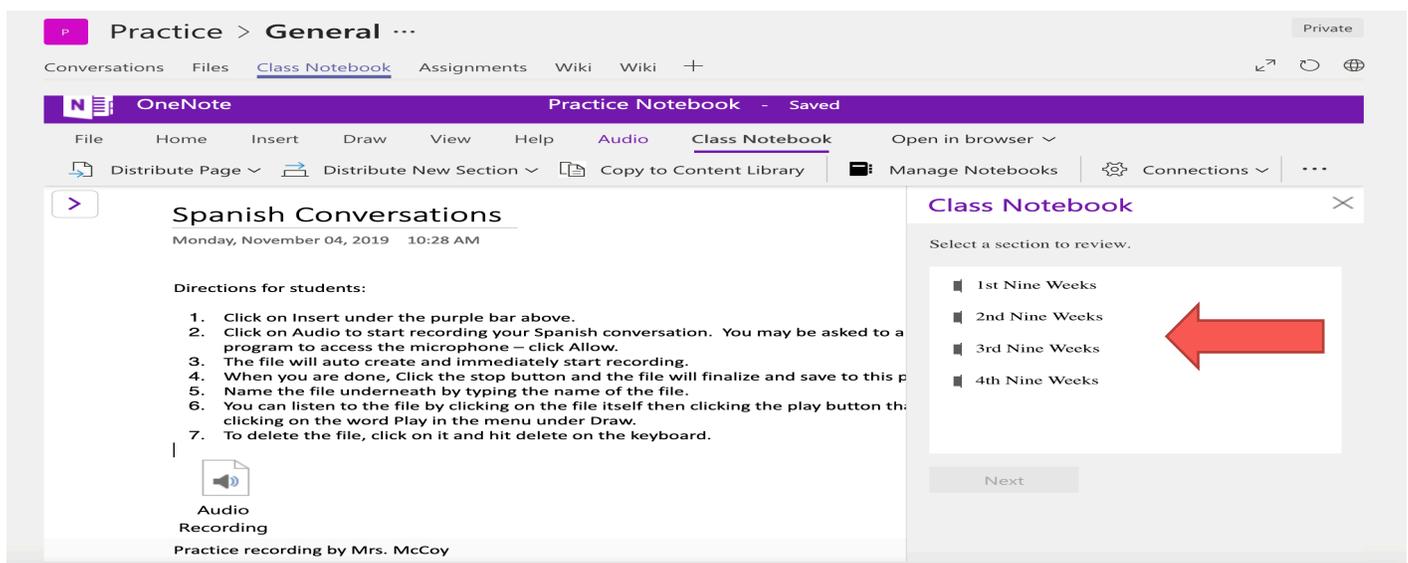
As students are working or once they have finished work, you can easily access their work.

1. Click on **Class Notebook** **under** the purple bar.
2. Then click on the little three dots on the far right of the menu.
3. Select "Review Student Work"



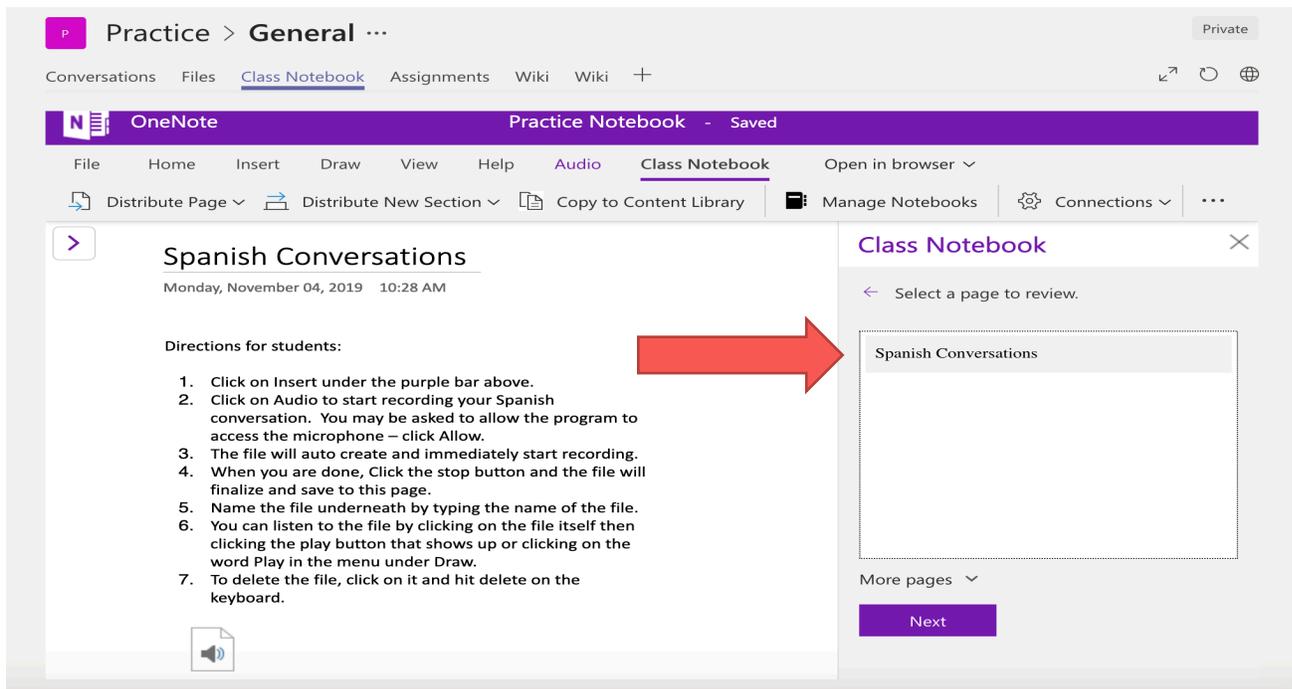
The screenshot shows the OneNote interface for a notebook titled "Practice Notebook". The "Class Notebook" tab is selected in the top purple bar. A red arrow labeled "1" points to the "Class Notebook" tab. Another red arrow labeled "2" points to the three-dot menu icon on the far right of the top bar. A third red arrow points from the "Review Student Work" option in the dropdown menu to the main content area. The main content area displays "Spanish Conversations" with a list of directions for students and an audio recording icon.

4. Select the **Nine Weeks** folder where you distributed the assignment and click **Next**.



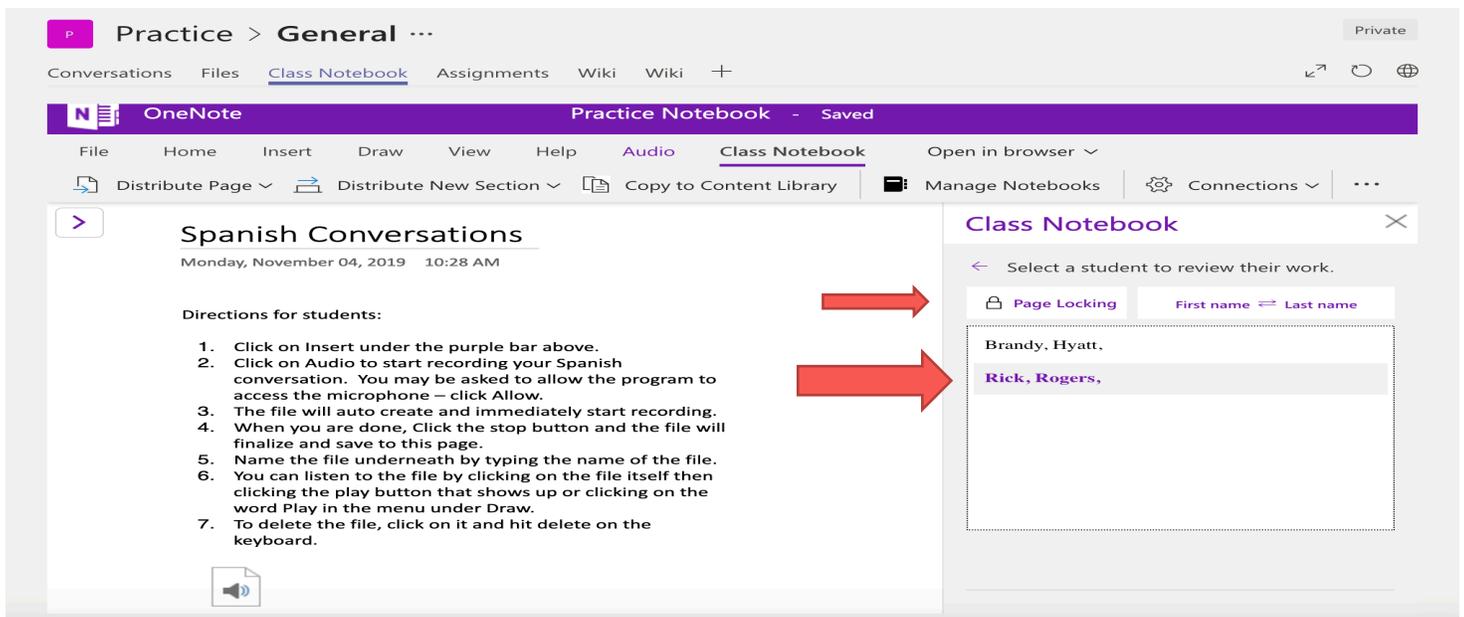
The screenshot shows the OneNote interface with a "Class Notebook" dialog box open. The dialog box contains a list of sections to review: "1st Nine Weeks", "2nd Nine Weeks", "3rd Nine Weeks", and "4th Nine Weeks". A red arrow points to the "2nd Nine Weeks" section. Below the list is a "Next" button. The background shows the same "Spanish Conversations" page as in the previous screenshot.

5. Select the Page to review and click Next.



6. Select the student's name to view the work on the assigned page.

- You can type on the student's page if desired. It is suggested to use a different color/style of font.
- You have options to lock the page so that no additional changes can be made by the student.



Feel free to contact me when you need help or have questions!

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